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Contract Number: GS-02F-0184R
Effective: July 11, 2010
Awarded under Solicitation
Number: 2FYA-AR-060004-B
Federal Supply Schedule FSC 738X,
Modified 10/28/2010
Special Item Number: 595-28
Employee Assistance

EMPLOYEE ASSISTANCE SERVICES
INFORMATION & PRICE LIST
Prices Shown Herein Are Net (discount deducted)

Prepared By:
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**History
Values
Reliability**

NewBridge
EMPLOYEE ASSISTANCE SERVICES LCSW, PC

History

We are a team of Employee Assistance Professionals, trained and dedicated to help create a positive workplace environment that advances employee commitment and life affirming potential.

We encourage commitment and dedication to the quality of each agency, the services it provides and to the quality of life.

EAP counselors have helped individual employees and work groups overcome a wide-range of life/work related issues that may adversely effect performance and quality of life.

We have worked for over 21 years with private and public business to customize Employee Assistance Services to meet and enhance the body, mind and spirit of the organization. We recognize that New Bridge is a consultant at each agency and that our success depends on the integration achieved into the life of the organization. One of the cornerstones of New Bridge EAS is our effort to view each client as a "person in situation."

We have witnessed and received positive feedback for the fruition of our individual and group consultations. We assist people in managing life transitions, family matters, depression, anxiety, financial, chemical dependence, career issues, perform critical incident stress debriefings (CISD), and identify strengths while supporting the capacity to adapt to change during the process of clarification of goals.

Values

"Be the change you want to see in the world." Mohandas Gandhi

We offer empathic, compassionate, supportive and constructive client-centered approach in counseling individuals and groups.

Reliability: With our 800 Services - No caller unanswered or machine message – Immediate Care

24/7 Telephone and Internet availability. Emergency response services have been implemented for our Toll Free 800-452-4718 live service. *We offer to coordinate 140 languages translation services and Internet access.*

Companies that have relied on New Bridge services are:

- Northeast Regional Social Security Administration
- The Town of Oyster Bay
- Merchant Marine Academy at Kings Point
- Magellan-United Behavioral Health
- American Substance Abuse Professionals
- Various Insurance & EAP Organizations

New Bridge EAS
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Convenient Access

- Unlimited 24/7 live telephone professional counselor intake and assessment service.
- Internet access is customized to meet the service needs links and protects the anonymity of our clients.
- On-site and off-site face-to-face appointment availability EAP services.
- Urgent care services are coordinated the same day.
- EAP services are available within 24 hours.
- Follow-up of initial EAP telephone contact in non-urgent situation is available within 2 business days.

Provider Services Network Expands to Meet the Needs of Our Clients

- Urban area providers are located within a 10-mile radius of client.
- Suburban area providers are located within a 15-mile radius of client.
- Rural area providers are within a 30-mile radius of client.
- Providers are within a one-hour drive of our clients.

Our Service Provider's Qualifications

- Minimum of a Master's degree supervision in human services.
- Counselors are Licensed or Certified in the area of practice.
- Three or more years of full-time EAP and specialty counseling experience.
- Employee assistance counselors are members of EAPA or other Human Services professional associations.
- Proficient in crisis and chemical dependency counseling, members of professional organization for training to maintain current licensure and remain up-to-date with current health & treatment issues.
- Qualified experts in mental health and work-life present quarterly or monthly employee presentations.

New Bridge Employee Assistance Services Receive High Scores in Customer Satisfaction

- Call time is quick and efficient to reach our staff. Clients appreciate the unlimited call access.
- Orientation of services educates our caller and face-to-face clients about their rights to confidentiality (*HIPAA compliant*) and ability to consent for coordination of multi-disciplinary services, as needed.
- Clients report a greater ability to concentrate on personal and workplace issues with EA and Work-life services.
- Management and employees report improved productivity and relationships at work and personal lives.
- Training and information seminars provide organizational and personal growth opportunities.
- Organizations report less leave and sick time utilization with our services.
- Clients have reported that they will use our services again 99% of the time.

All of our services are delivered in a manner designed to maximize comfort, speed and effectiveness for the client employer and employees. Professional EAP & Work-life counseling is delivered in four tiers: (1) assessment, (2) case management, (3) services; referrals as needed, and (4) follow-up utilization review.

EAP counselors are available twenty-four hours per day / seven days per week (24/7). The employee assistance counselor is available to perform quick assessments, address emergency situations, and to set up appointments. Service requests are available directly over the phone or by Service Request forms available on the Internet.

Consultation

Consultations are available for Seminars, Workshops, Critical Incident Stress Debriefings (CISD) and Critical Incident Stress Management (CISM) are based on a fee for service basis. Free consultation is offered for Program Development.

Basic Telephone & Internet

Basic Telephone & Internet EAP services are delivered to employees, supervisors and management. Improved emergency response services have been implemented for Toll-free 800-452-4718 telephone access that include 140 languages translation and may include TTY access upon request. All employees and supervisors receive orientation, educational materials and a quarterly online newsletter, printed orientation brochures and wallet cards, telephone and Internet assessment and referral services.

Brief Assessment & Referral

Brief Assessment & Referral EAP services are off-site sessions for employees' assessment and referrals. At times it may be necessary to extend assessment. We provide additional sessions on a case-by-case basis. Critical incident counseling is available as well as seminars upon request. Twenty-four/seven emergency response services are implemented via our Toll Free 800-452-4718 telephone access. We offer to coordinate translation services in over 140 languages. Employees, supervisors and managers receive annual orientation, educational materials and quarterly EAP and option for monthly Wellness online newsletters, printed posters (negotiable – for example 1 poster per 50 employees), wallet cards, short-term counseling and referral services.

Comprehensive EAP Program

Comprehensive EAP services offer 1-6 session(s) assessment, short-term counseling and referrals for employees, management and their family members. Additional sessions are based on the Employer and EAP agreement. Counseling services are available at the worksite and at our offices. Unlimited management supervisory services are available to address various issues including supervisory mandatory (voluntary) and self-voluntary referrals. Toll-free 800-452-4718 telephone access includes 140 languages translation and may include TDD access.

Services address all employees performance, worksite environment, critical incident counseling, sexual harassment education, drug-free workplace education including DOT regulatory services (as needed), fitness for duty, coping with rapidly changing times, optimizing time and skills, navigating retirement, financial and legal issues, childcare and elder care concerns. We provide employees, supervisors and managers with annual EAP orientation, educational materials, a quarterly newsletter online and/or printed copy, along with printed brochures and wallet cards, quarterly presentations - at the convenience of the employer and employees.


Consultation and Inclusive EAP package Training Seminars

AWARENESS TRAINING FOR ORGANIZATIONS, SUPERVISORS & EMPLOYEES:

A major function of our employee assistance services includes the workplace organization, supervisor and employee consultation. Seminar trainers work with members of the private or government sector to help improve organizational, supervisors and employees' performance. You are encouraged to utilize our in-house training seminars. New Bridge Employee Assistance Services, LCSW, PC is committed to provide personnel with seminars that are informative and participatory. We encourage participants to learn, demonstrate and utilize custom designed skills. Training helps organizations realize their goals while assisting managers, supervisors and employees to improve performance. We recognize that familiarity with the organization and its procedures encourage effective seminar and workshop content. Seminars are designed and customized to meet your current needs and long-term goals. *Schedule training seminars at your earliest convenience.* Trainers encourage a proactive approach in the design and presentation of informative and knowledge-based seminars. Seminars are available in condensed lunchtime and 3 hour workshop versions with exceptions that require longer periods of time with 2-part training.

Seminars and Descriptions:

1. **Achieving Peak Performance & Revitalization**
Increase communication, awareness, recognizing key personality traits, assertiveness training, team building and celebration.
2. **Coping With Change**
Recognize and identify individual and group dynamics of change, including resilience, empathy, compassion and celebration.
3. **Depression is More Than Sad**
Learn to differentiate mental health issues versus sadness or bereavement along with managing of MH.
4. **Preparing Supervisors for CISM (3 and 6 hour 2-part trainings)**
Identify and learn dynamics of critical incidents, understand debriefings to assist company and employees' recovery.
5. **Money & Relationships – Getting Real**
Improve the emotional and financial fitness of yourself, couples, family, professional organization and community.
6. **The Aging Workforce**
Retaining a stabilized workforce, appreciation of experience-skills, and recognizing strengths with new challenges
7. **Eldercare - Survival of the Sandwich Generation**
Explore and receive recommended standards of care and treatment for all family members facing difficult issues
8. **EEO Awareness Training - Employee and Supervisor Versions**
Reinforce zero tolerance of discrimination in the workplace, lower liability, decrease stress and increase productivity.
9. **Keeping Stress Tolerable for Employees and Supervisors**
Measuring stress, consequences of stressors both physical and psychological, myths and facts about stress management
10. **Quality Time for Quality People**
Time management techniques, diversity of culture/attitudes, working under pressure, importance of play at work/home
11. **Thriving as a Modern Day Parent & Optimize Your Performance**
Comparing approaches to parenting throughout the ages, flexibility/structure at work/home, support systems. Guest speakers invited to inform employees of services as well provide education.
12. **Chemical Dependency Education**
Effects on the workforce, home and community; signs and symptoms, effective interventions and solutions. Guest speakers have expertise in addiction, provide additional insights into service locations and treatment practices.
13. **Department of Transportation Rules & Procedures**
Avoiding liability in private and public business transportation sectors
14. **Recognizing and Coping with Issues of Violence**
Identification of violence, beyond stereotypes, techniques for reinforcing safety in the workplace and at home
15. **Supervisor and Employee EAP Training *****
Supervisors learn how to utilize EAP services, save precious planning and supervision time.
16. **Workplace Safety - Sensitivity Training**
The keys to maintaining a non-violent workplace and enhancing workplace safety

Featured Services	Employee Assistance Service Plans		
	Telephone & On-line EAP	Brief Assessment & Referral EAP	Comprehensive Assessment, Referral & Brief Counseling EAP
Unlimited 24/7 telephone assessment and counseling	√	√	√
Promotional literature, newsletter and cards.	√	√	√
Off-site 1-2 hours for assessment and referrals. Third session on a case-by-case basis		√	√
Off-site and on-site 1-6 session(s), assessment and short-term counseling for employees, management and their family members. Additional sessions are based on the Employer and EAP agreement (see pricing below).			√
Verified referrals to community and private insurance providers	√	√	√
EAP – Work/Life Services: Unlimited supervisory consults, management performance referrals, DOT & Drug/Alcohol regulatory consultation / DWI and positive drug screen cases receive contracted # of SAP assessment and monitoring for return to work, and CISD counseling. Educational resources and referrals are available for health, work-life concerns: * elder and care-giving issues, education, legal & financial consultations at reduced fees and best quality of care rates.	DOT SAP Evaluations Discounted Rates \$600/employee	DOT SAP Evaluations Discounted Rates \$600/employee	DOT SAP Evaluations Discounted Rates \$400/employee
Internet emergency information, supervisor and employee education and assessment tools.	√	√	√
Internet EAP employee & supervisor orientation / training	√	√	√
On-site annual orientation & training (see pricing below)		√	√
On-site critical incident stress debriefing (CISD) Critical incident stress management (CISM) Training	\$170/hour \$190/hour	\$170/hour \$190/hour	√
EAP and Work-life Seminars – Quarterly (Consumer Customized) Refer to: www.eaplife.net/eaptraining.html **	\$170/hour	\$170/hour	√
Additional Seminars, Workshops and CISD Consultations	Fee for Service \$175/hour-\$150/hour		
Quarterly & Annual Utilization & Quality Control Reports	√	√	√
Price Quotation based on 20-4,999 Employees Per Employee/Per Month (PEPM)	\$1.70	\$1.94	\$2.16
Price Quotation based on 5000-9999 Employees PEPM	\$1.45	\$1.50	\$1.75
Price Quotation based on 10000-14999 Employees PEPM	\$1.30	\$1.40	\$1.50
Price Quotation based on 15000-49999 Employees PEPM	\$.99	\$1.15	\$1.20
Price Quotation based on 50000-99000 Employees PEPM	\$.90	\$1.00	\$1.10
WEB Page Start Up Fees Standard -Customized \$800 - \$10,000 1 X Start up plus 1X \$100 per feature page request. Work-life net resources and educational development may include (in addition to our current ** inclusive services): Adoption, Schools, Camps, Special needs programs, sample legal documents i.e. wills, Investment strategies, pet net			
Price per additional Work-life item is .03/PEPY -			
Lunchtime Seminars (4 quarterly EAP and Work-life Seminars included in above price) Each additional \$175/hour			
** Seminars to increase communication & lower liability for employees and managers, i.e. Drug Free \$175/hour			
Work-life Awareness Signs 8 ½ X 11 color \$.04 / PE (per employee) + \$100 set-up fee			
Telephone 24/7 800# excess surcharge of 40 calls per month \$23 Per Call (otherwise there is no additional charge)			
TDD Setup no charge Utilization charge \$60/Month or Per Client Fees of \$43/hour OR Free services may be available to hearing impaired through Sorenson.com or other grant programs.			
Additional incidental services are negotiable upon request – Customized programs may be negotiated			
Rates are guaranteed for 5 years from the date of this Contract			

Federal Supply Schedule Price List

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is:
GSA Advantage.gov

Schedule Title: EMPLOYEE ASSISTANCE SERVICES

FSC Group, Part, and Section or Standard Industrial Group (as applicable): MAS 738-X.

FSC Class(es)/Product code(s) and /or Service Codes (as Applicable): N/A

Contract number: GS-02F-0184R

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov/schedules>.

Contract period: 08/18/10 through 03/10/11

Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable):

New Bridge Employee Assistance Services, LCSW, PC

3601 Hempstead Turnpike, Suite LL-M4, Levittown, NY 11756

516-713-1952 or 516-698-5639

Toll Free No.: 1-800-452-4718

Fax No.: 516-799-9655

Contractor's Internet address/web site where schedule information can be found (as applicable). Contract administration source (if different from preceding entry):

Email Address: newbridge@eaplife.net

Web Site Address: <http://www.eaplife.net/>

Business size: Small

2) Maximum Order: \$1,000,000

3) Minimum Order: \$100

4) Geographic Coverage: National including contiguous states, The District of Columbia, Alaska, Hawaii and Puerto Rico.

5) Points of production (City, County, and State or Foreign Country): N/A

6) Discount from prices: Awarded prices annotated on New Bridge Employee Assistance Services, LCSW, PC Catalog/Pricelist Effective July 11, 2005.

7) Quantity discounts: N/A

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- 8) Prompt payment terms: Net 30 Days
- 9a) Notification that Government purchase cards are accepted below the micro-purchase threshold: Accepted
- 9b) Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accepted
- 10) Foreign items: N/A
- 11a) Time of delivery - 1 to 15 days: Will adhere to schedule as specified by the agencies purchase order.
- 11b) Expedited Delivery: Items available for expedited delivery are noted in the price list.
- 11c) Overnight and 2 day delivery: Overnight and 2-day delivery is available. Customer may contact New Bridge Employee Assistance Services, LCSW, PC for rates for overnight and 2-day delivery.
- 11d) Urgent Requirements: Urgent requirements are listed in our price list and agencies may contact New Bridge Employee Assistance Services directly to effect faster delivery.
- 12) F.O.B. points: New Bridge Employee Assistance Services, 3601 Hempstead Turnpike, Suite LL-M4, Levittown, NY 11756, 1-800-452-4718, Fax (516) 799-9655, E-mail: newbridge@eaplife.net and Web Site Contact Form: <http://eaplife.net/contact.html>.
- 13) Ordering Addresses: New Bridge Employee Assistance Services, LCSW, PC 3601 Hempstead Turnpike, Suite LL-M4, Levittown, NY 11756, 1-800-452-4718, Fax (516) 799-9655, E-mail: newbridge@eaplife.net and Web Site Contact Form: <http://eaplife.net/contact.html>.
- 14) Payment Address: New Bridge Employee Assistance Services, LCSW, PC 3601 Hempstead Turnpike, Suite LL-M4, Levittown, NY 11756.
- 15) Warranty Provision: N/A
- 16) Export Packing Charges: N/A
- 17) Terms and condition of Government purchase card acceptance: Government purchase card acceptance any level above the micro-purchase level.
- 18) Terms and conditions of installation: N/A
- 19) Terms and conditions of rental, maint, and repair: N/A
- 20) Terms and conditions for any other services: to be negotiated.
- 21) List of service and distribution points: N/A
- 22) List of Participating dealers N/A
- 23) Preventive Maintenance N/A
- 25) Environmental attributes e.g. recycled contents, energy efficiency, and for reduced pollutants applicable regarding paper products' distribution as described in price list.
- 26) Data Universal Number System (DUNS) number: 14-807-7600
- 27) Notification regarding registration in Central Contractor Registration (CCR) database: Registered